

## THE TOWN OF COLMA

Colma, known worldwide as the “cemetery town”, is the smallest city in San Mateo County with 1,300 residents – and 1.5 million souls. Former San Francisco Mayor George Mascone, buried in Holy Cross Cemetery, and lawman Wyatt Earp, in the Hills of Eternity Jewish Cemetery, are among the Town’s better-known “residents”. However, Colma is more than just 16 cemeteries. Within its 2.2 mile boundaries, the town offers two shopping centers, one of Northern California’s most complete collection of car dealerships and a BART station. The Town of Colma is a General Law city and was originally incorporated as the City of “Lawndale” in 1942.

*The Town of Colma is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, gender, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices.*

## APPLICATION PROCEDURES:

- Interested candidates must complete and submit a Town employment application. Submission of a resume will not substitute for a completed Town application.
- Testing process will consist of:
  - \* Application Screening
  - \* Administrative Interview
- A medical examination including screening and Tuberculosis testing will be completed for top candidate. Results will be held in confidence.
- The top candidate will be fingerprinted. The results must be in compliance with State and Town policy and law.

Applications may be obtained from:

Town of Colma, Human Resource Services  
[www.colma.ca.gov](http://www.colma.ca.gov)

Completed applications must be returned to:

Town of Colma  
1198 El Camino Real  
Colma, CA 94014

Or

Sterling Park Recreation Center  
427 “F” Street  
Colma, CA 94014

**Deadline: Monday, June 14, 2004  
5:00 p.m.**

*For additional information  
Call (650) 997-8306*



## RECREATION LEADER

**Rate: \$8.75 to \$11.73 per hour**

- Part time/Per Diem, No benefits, Non-exempt position
- Placement on the salary schedule is dependent upon education and experience. New employees generally begin at Step 1.

## **VARIED WORK HOURS**

Days & Evenings  
Weekends & Holidays

The Town of Colma desires to hire someone who has the following abilities and characteristics:

- Great with children
- Outgoing personality
- Leadership skills
- Ability to communicate with children and adults
- Safety oriented
- Light clerical, janitorial & maintenance

## DEFINITION

The Recreation Leader assists the Recreation Coordinator in the Town's daily recreation programming, including supervision of recreational programs for children, adults, senior citizens and the handicapped; organize, lead and coordinate a wide variety of indoor and outdoor recreation activities at parks, playgrounds and community centers including after-school programs, teen center, day camps, sports leagues, play groups, special events, and senior events; guide recreation activities of children, teens, and adults; provide light janitorial and maintenance duties; and related work as required.

## SPECIAL REQUIREMENTS

Successful candidates must have the ability to speak and write clearly and understandably; the flexibility to work hours as assigned; vision adequate to quickly and accurately review reports and correspondence; the dexterity and vision necessary to operate computer equipment; on a continuous basis, work with the public exercising patience and professionalism at all times; participate in physical activities; perform simple grasping and fine manipulation; perform multiple tasks.

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## MINIMUM QUALIFICATIONS

Knowledge of: CPR/First Aid practices or a willingness to be certified within 30 days of hire.

Ability to: Learn and interpret specific rules and policies and apply them with good judgment; understand and work effectively with the public; supervise large groups; understand and follow oral and written directions; maintain harmonious working relationships with other employees, participants and the public; deal effectively with a wide variety of personalities in situations requiring diplomacy, friendliness, poise and tact.

## EDUCATION AND EXPERIENCE

The incumbent needs the knowledge to perform all duties on the job description. Any combination of education and life experience is acceptable.

There is no minimum experience required, although some experience working with groups is desirable.

## ESSENTIAL DUTIES

*The Recreation Leader participates in strenuous physical activities such as leading tours, demonstrating proper exercise techniques, and managing children in playground activities. The incumbent will set up, move, and take down recreational and facility equipment; attend and participate in weekend and evening activities as assigned; and perform light janitorial and maintenance duties.*

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## SUPERVISION RECEIVED OR EXERCISED

The Recreation Leader receives general supervision from the Recreation Coordinator.

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